

**The cost for fax filing is  
\$2.00 per filing, plus  
25¢ per transmitted page and  
25¢ per page for service copies.**

To set up a fax-filing account, contact the Office of Budget and Management at (614) 462-4661 and they will send you an *Authorization Agreement for the Automatic Withdrawal* form. It is also available online (franklincountyclerk.com) on the Civil Division Forms page. Once the account is initialized, the Clerk's office will deduct the cost of the fax filing from your account.

The account will be terminated immediately upon written request.



*The Clerk accepts fax filings for civil cases only. Local Rules 108 and 109 set up the guidelines and restrictions— on the Internet, go to <http://www.fccourts.org/gen/Local%20Rules.htm> to read the rule in its entirety. After submitting your Account Withdrawal Form, please allow 10 days for your fax-filing account to be opened.*

*Tired of trying to find a place to park downtown, or paying a courier to file with the Clerk?*

The Franklin County  
Clerk of Courts offers  
**fax filing.**  
Send us your  
paperwork 24 hours a day,



seven days a week.

You can file briefs, pleadings, reply memoranda and even new complaints from the convenience of your office....such as it may be.

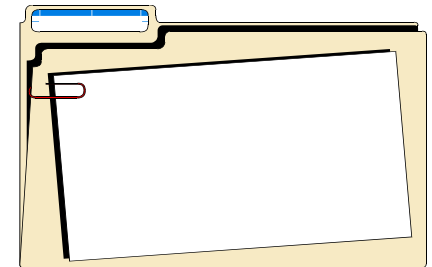
Your paperwork will be considered time-stamped according to the time registered on the fax stamp if you send it in during the normal business hours of 8 a.m. until 5 p.m., Monday through Friday. Otherwise, your document will be considered legally time-stamped and will be filed the following business day.

We will fax back a copy of confirmation of receipt of your file, and a printout of the amount deducted from your account.

*"I think it's a great service. When I have a filing deadline, I simply fax file my pleading, receive the confirmation, and relax. I don't know why more people don't use it given the cost savings associated with sending a runner."*



**Katie Gugle  
Havens, Willis**



*"It's very convenient. Rather than wait for a time-stamped copy in the mail, we can fax file our document to the Clerk and attach the confirmation receipt to the original file. It saves us time and expense."*

**Belinda Daugherty  
Manos, Martin, Pergram & Dietz  
Co., LPA**

In 1998, the Court adopted Local Rules 108 and 109, setting the legal parameters for fax filing. Since the Clerk of Courts has instituted this service, we have signed up accounts with a great number of firms in Columbus and around the state. Many attorneys that I have spoken with have commented on the convenience, affordability and ease of use of filing by fax. If your document doesn't require a judge's immediate attention or signature, and you would prefer not to drive downtown or send a courier, fax filing is perfect for you.

You can also be assured that our bank supported debiting system for payment is completely secure. We provide you with the exact amount debited from your account when we send confirmation of receipt of your fax. Please feel free to call our Office of Budget and Management at (614) 462-4661 with any specific questions or concerns about setting up an Automatic Withdrawal (Debits) account.

I guarantee, if you try this service, you'll wonder why you hadn't signed up for it sooner.




## CLERK OF COURTS LOCATIONS

### Civil Division

369 S. High Street  
3rd Floor  
Columbus, OH 43215  
Phone (614) 462-3621

### Criminal Division

369 S. High Street  
3rd Floor  
Columbus, OH 43215  
Phone (614) 462-3650

### Domestic Relations Division

373 S. High Street  
4th Floor  
Columbus, OH 43215  
Phone (614) 462-4410

### Juvenile Division

373 S. High Street  
4th Floor  
Columbus, OH 43215  
Phone (614) 462-4411

### Appeals Division

373 S. High Street  
23rd Floor  
Columbus, OH 43215  
Phone (614) 462-3624

### South Auto Title Branch

**Main Office**  
Great Southern Shopping  
Center  
45 Great Southern  
Boulevard  
Columbus, OH 43207  
Phone: (614) 462-3090  
FAX: (614) 462-6656

### North Auto Title Branch

The Patio Shop  
1484 Morse Road  
Columbus, OH 43229  
Phone: (614) 462-4829

### West Auto Title Branch

Great Western Shopping  
Center  
3451 Great Western  
Boulevard  
Columbus, OH 43204  
Phone: (614) 462-2552

### East Auto Title Branch

5111 E. Main Street  
Columbus, OH 43213  
Phone (614) 462-5548

### Service Center

1970 W. Broad Street  
Columbus, OH 43223  
(in conjunction with the BMV)

### Service Center

1583 Alum Creek Drive  
Columbus, OH 43209  
(in conjunction with the BMV)

**John O'Grady**  
**Franklin County Clerk of Courts**



## FRANKLIN COUNTY CLERK OF COURTS

**FAX  
FILING**

Filing  
from your  
office

**Customer Service—  
Financial Accountability**  
**Your Franklin County Clerk of Courts**

[www.franklincountyclerk.com](http://www.franklincountyclerk.com)